

Notes for 01NOV2013 Steering Committee Meeting

Participants:

D-13 – Heather
EPA – Josie
DOI – Monday
NOAA – Alice
ODEQ – Don
Ecology – Linda

Pre-conversation regarding publicizing NWAC Meeting:

ODEQ PR staff sent out the meeting announcement message with alternate language suggesting the meeting was being called to discuss new products being shipped. Staff missed the nuance that this is a standard NW Area Committee meeting that will focus on new products. All agreed this wasn't a concern because it wasn't a "unified" message. However, we stand ready to deal with some surprised meeting attendees.

2013 NWACP Summit Planning

All agreed that the format and outreach materials from the 2012 Summit could be recycled for the 2013 Summit. We made a few minor adjustments to clarify time limitations for speakers and TFs. Include in materials that if folks can't attend, they should find a participant to raise their concerns. **Heather to determine what the survey monkey was asking last year, and if we should do that again.**

SC Conference Call on NOV 26th at 9am. Josie to send out details. Josie to ask Renee to participate in this call. The purpose of the call will be to determine which break out groups to have, who should facilitate them and take a quick look at the input we've received to date re: potential TF ideas.

Process for analyzing summit results – doing it differently than last year.

- End summit with list of potential TF and popular vote for each. – December 10 for raw results. EPA contractor to crunch spreadsheet from raw results, likely during Summit
- Steering Committee to digest these results, determine if potential TF should be combined or separated, also identifying specific endpoints, groundtruth recommendations against existing plan. Outcome from this day is an updated spreadsheet that provides a fine-tuned TF proposals.
 - Meeting to be in Seattle December 13 from 10am – 2pm. EPA to host Seattle folks.
 - **Heather to verify if 13th can work.** December 17th is backup.
- This fine tuned spreadsheet goes to Execs on December 13th. They provide feedback by December 18th. Each Exec "ranks" their top 10 TFs, determines which TF they would lead, which they would provide a body for and whether their agency would do regardless of NWAC action.
- **Heather and Josie to ask execs on Nov 20 if they want a call at this point.**
- Final decision will be made by EPA, CG SPS, CG SCR, ODEQ, Ecology, IDEQ (?)

- Arrange a call for decision makers in second week of January. **Heather and Josie** to set date in **Portland.**
- Plan to get TF going in third week of January. This requires SC sending out messages to all, setting them up with their website. Provide milestones/timelines. **Heather and Josie** to create a one-pager that lays out expectations, website use, support, templates (examples), known dates. Post dates on TF homepage.

Logistics for Summit:

- **Ecology (Linda)** to provide note takers for break out groups. Thanks!
- Rough number of breakout groups determined by 26NOV.
- Easels and flipchart for each breakout group.
 - D-13 – 3
 - EPA – 1
 - NOAA – 2
 - Mandy – 1
 - More?
- Josie to provide of name tags, pens and tape.
- Heather to bring projector, laptop and sound system.
- Determine breakout group facilitators on 26NOV

Area Plan Update – on track. Public comments are mainly on nomenclature and regulatory citations. Check in with players re: naming convention prior to Nov RRT meeting. If we need decision scaffolding/time on the agenda we will make decision the plans then.

Heather to send out ESA scenario and questions to SC. Walk through small spill. Goal is ESA compliant Emergency Consultation checklist that all players understand and support.

RRT Activation Call going ahead on 8NOV2013. No concerns from the group.